

**TIP**

Your program account number is:



Please return your order (Form 8635) in the enclosed envelope within two weeks after receipt.

1. Mailing Address - Make Necessary Changes	2. Based on your ordering pattern last year, we recommend that you receive the following Plan 1040. (See Table 1 in the Instructions).
	3. Including your location, how many locations will receive tax forms from this order?
	4. Do you have the facilities to receive motor freight shipments? (See additional shipping instructions.)
Contact: _____ Phone: _____	5. To receive Program information via e-mail, please provide your address. E-mail address: _____
<input type="checkbox"/> REMOVE my account from the program.	

6. Ordered Products

Listed below are items you requested last year. If you wish to order a different quantity this year, please cross out the printed quantity and write-in the quantity needed.

ITEM	QTY	ITEM	QTY	ITEM	QTY	ITEM	QTY
F 1040 EZ Individual Income Tax Return		I 1040 X Instructions 1040 X		F 8863 Education Credits		P 553 Tax Law Changes	
I 1040 EZ Instructions 1040 EZ		F 1040 V Payment Voucher		F 9465 Installment Agreement Req.		P 575 Pension and Annuity Income	
F 1040 A Individual Income Tax Return		F 2106 Employee Business Expense		F SS-4 Application for EIN		P 590 IRAs	
I 1040 A Instructions 1040 A		I 2106 Instructions 2106		I SS-4 Instructions SS-4		P 596 Earned Income Credit	
F 1040 A Sch 1 Interest and Dividend		F 2106 EZ Unreimbursed Emp. Bus. Ex.		F W-2 2002 Wage & Tax Statement		P 910 Free Tax Services Guide	
F 1040 A Sch 2 Child and Dependent Care		F 2210 Underpayment Estimated Tax		I W-2 & W-3 2002 Instructions W-2 & W-3		P 919 Is Withholding Correct?	
I 1040 A Sch 2 Instructions 1040A Sch 2		I 2210 Instructions 2210		F W-3 2002 Transmit Inc Tax Statements		P 926 Household Employers Guide	
F 1040 A Sch 3 Credit Elderly/Disability		F 2441 Child/Dependent Care		F W-4 Employee's Withholding		P 929 Rules/Children & Dependents	
I 1040 A Sch 3 Instructions 1040A Sch 3		I 2441 Instructions 2441		F W-9 Request for TIN		P 936 Mortgage Tax	
F 1040 Individual Income Tax Return		F 3903 Moving Expenses		I W-9 Instructions W-9		P 946 Depreciation	
I 1040 Instructions 1040		F 4562 Depreciation/Amortization		F 1096 2002 Summary of US Info Returns		P 970 Tax Benefits for Higher Educ.	
F 1040 Sch A&B Itemized & Interest/Dividends		I 4562 Instructions 4562		F 1099 MISC 2002 Miscellaneous Income		P 972 Child Tax Credit	
F 1040 Sch C Profit/Loss-Business		F 4684 Casualties/Thefts		I 1099 2002 Instructions 1099		P 1132 BINDER 3 ring Binder for P 1132	
F 1040 Sch C-EZ Profit/Loss-Business (short)		I 4684 Instructions 4684		PUBLICATIONS		P 1132 VOL 1-2 Reproducible Fed Tax Forms	
F 1040 Sch D Capital Gains & Losses		F 4797 Sale of Business Property		P 1 Taxpayer Rights		P 1194 VOL 1-2 Select Tax Info. Pubs	
F 1040 Sch E Supplemental Income		I 4797 Instructions 4797		P 17 Taxpayer Guide		P 1194B VOL 1-2 Business Info. Pubs.	
F 1040 Sch EIC Earned Income Credit		F 4868 Extension to File		P 334 Small Business Guide		P 3194 Laminated forms on ring	
F 1040 Sch F Profit/Loss Farming		F 5329 Additional Tax/IRAs		P 463 Travel, Entertainment, Car		POSTERS	
F 1040 Sch H Household Employers		I 5329 Instructions 5329		P 501 Exemptions/Deductions/Info.		P 1169 Limit 1 Need Tax Help?	
I 1040 Sch H Instructions for Sch H		F 8283 Non-cash Charitable Cont.		P 504 Divorced/Separated Individual		P 1258 Limit 1 Confused/Where to File	
F 1040 Sch R Credit Elderly/Disabled		I 8283 Instructions 8263		P 505 Tax Withholding/Est. Tax		P 1309 Limit 1 Federal Tax Forms (Arrow)	
I 1040 Sch R Instructions 1040 Sch R		F 8606 Nondeductible IRAs & Coverdell ESAs		P 521 Moving Expenses		P 1725 Limit 1 Which Form Should I Use?	
F 1040 Sch SE Self Employment Tax		I 8606 Instructions 8606		P 523 Selling Your House		P 3366A Limit 1 IRS Tax Forms Available Here	
F 1040 ES Estimated Tax Individual		F 8615 Child under 14 Invest. Income		P 524 Credit Elderly/Disabled		P 3725 Limit 1 Digital Daily Tent Card	
F 1040 NR Nonresident Alien Tax Return		I 8615 Instructions 8615		P 526 Charitable Contributions		BROCHURES	
I 1040 NR Instructions 1040 NR		F 8812 Additional Child Tax Credit		P 529 Miscellaneous Deductions		P 2053 Quick & Easy Help	
F 1040 NR-EZ Nonresident Alien/Single		F 8822 Change of Address		P 530 Info. First-Time Homeowners		OTHER	
I 1040 NR-EZ Instructions 1040 NR EZ		F 8829 Business Use of Home		P 533 Self-Employment Tax		P 1796 Limit 1 CD-ROM Tax Products	
F 1040 X Amended Individual Return		I 8829 Instructions 8829		P 535 Business Expenses		P 3201 (Pads of 50) IRS Contact Info (bookmark)	

Section 1. Account Information

Your account number is located next to the bar code. Use this number when placing an order or inquiring about your account. Make sure the account name and address are correct. If any information is incorrect, cross it out and print the changes in Section 1. Provide your complete street address.

Contact Person/Telephone Number. This is the name and telephone number of the current contact person. Verify the information and make changes if necessary. We will call the contact person if there are questions regarding the order blank or account information.

REMOVE. Check only if this account is a duplication of an existing account or if you want to withdraw from the program.

Section 2. Recommended Form 1040 Plan

Based on your ordering pattern last year, preprinted in Section 2 is the Form 1040 Plan that we anticipate will satisfy your needs. If that quantity does not meet your needs, cross it out and print the change in Section 2. Refer to the Form 1040 Plan Structure (Table 1) below.

Table 1— The Form 1040 Plan Structure lists the quantity of each of the Form 1040 Plan products up to Plan 9000. A recommended Form 1040 Plan size will **NOT** be preprinted in Section 2 for orders larger than a 9000 Plan. Instead, the quantity for each of the Form 1040 Plan products is preprinted next to the corresponding tax form listed in Section 6.

Section 3. Locations

This indicates the total number of locations that will receive forms from this order. For example, if ordering for only your location, the response would be 1. However, if you are ordering for your office and 5 other locations, your response would be 6. If the preprinted information is incorrect, cross it out and print the changes in Section 3.

Section 4. Facilities to Receive Motor Freight Shipments

If motor freight facilities are available, indicate yes in Section 4. To keep shipping costs low (and save taxpayers’ dollars), we usually send orders of more than 500 lbs. by motor freight carrier. However, trucking companies can only make deliveries to locations that meet certain tests.

- Do you have a loading dock that will accommodate a large truck unit?
- Can you accept one or more pallets of up to 63 cartons, maximum size 48" x 40" x 55"?
- Do you have storage space for at least 63 cartons of products?

If you answered yes to all the questions, your location can accept motor freight. If you cannot accept motor freight, your initial order could be sent by small carriers and you would receive the same number of boxes. If you do not want to receive a large number of boxes at one time, reduce your Form 1040 plan to the number of cartons you can accommodate. Refer to the Form 1040 Plan Structure (Table 1) below to choose a smaller Plan size. If you do select a smaller Plan size and you expect you will need more tax materials than will be shipped in your initial order, you can order a resupply at any time by calling 1-800-829-2765.

Section 5. E-Mail Address

To receive BPOL information, please provide your e-mail address.

Section 6. Ordered Products

The products and quantities you initially ordered last year are preprinted in Section 6 (the preprinted quantity does **NOT** include reorders, it represents only the initial shipment to your location).

- Quantity adjustments should be made here. Cross out the preprinted quantity and write in the amount that you want to receive. Forms must be ordered in increments of 25, instructions in increments of 10.
- If you want additional products, write in the quantity next to the product.
- If you want other products not listed in box 6, attach a list of these products with quantities.

IMPORTANT. If your initial order last year was larger than a 9000 Plan, the quantity of each of the ten Form 1040 Plan products you ordered is printed in Box 6. Quantity adjustments to these ten items should be made in full carton increments.

- Forms 3000/carton
- Instructions 1040 70/carton
- Instructions 1040A 110/carton
- Instructions 1040EZ 250/carton

Mail your order blank and any other correspondence to:

Internal Revenue Service
BPOL Program
P.O. Box 8906
Bloomington, IL 61702-9881

Table 1—Form 1040 Plan Structure (See Section 2 above)

PLAN SIZE	F1040	F1040 A	F1040 EZ	SCH A/B	SCH 1	SCH 2	SCH EIC	Inst* 1040	Inst* 1040 A	Inst* 1040 EZ	Est* Total Cartons
25	25	25	25	25	25	25	25	10	10	10	2
50	50	50	50	25	25	25	25	20	20	20	2
100	100	100	100	50	25	25	25	30	30	40	2
200	200	200	200	100	50	50	75	70	60	70	3
300	300	300	275	150	75	50	100	140	110	110	5
400	400	400	375	200	100	75	125	140	110	140	5
500	500	475	500	275	100	75	150	140	220	250	7
750	750	700	700	400	125	125	200	280	220	250	8
1000	1000	950	950	550	200	175	275	350	330	500	12
1500	1500	1350	1350	800	300	250	450	420	440	500	14
3000	3000	2600	2700	1700	700	500	800	700	550	750	22
6000	6000	5175	5300	3475	1250	1000	1800	1260	1100	1500	42
9000	9000	7500	8000	5275	1950	1575	2700	1750	1650	2250	61

*The quantities listed for each instruction are approximate based on the estimated number of pages in each booklet. These quantities may change once the final page count is determined.

WHERE WILL MY STOCK BE DELIVERED?

The IRS pays carriers for inside delivery and our Government Bills of Lading (GBL) specify inside delivery. Unfortunately, the carrier’s definition of inside delivery may not always be the same as the customer’s definition.

Motor freight carriers are obligated to place their truck immediately adjacent to the delivery location so the freight is easily available for unloading, usually at the tailgate of the truck. If personnel from the receiving location cannot unload from the tailgate, the request of “inside delivery” will direct the carrier to unload the shipment, if a dock, platform, or ramp is directly accessible to the carrier’s truck. The carrier will then move the load under the first available cover. Unloading service does not include unpacking, dismantling, scanning, sorting, segregating, or stocking shipped items.

WHAT SHOULD I DO IF A CARRIER WANTS PAYMENT ON DELIVERY?

The IRS pays all freight charges. Although the charge may appear on your delivery papers, you should not be asked for payment. **Do not pay the carrier.** If they will not leave the order without payment, please call the **BPOL HOTLINE, 1-800-829-2765** for assistance.

Privacy Act and Paperwork Reduction Act Notice.—The Privacy Act and the Paperwork Reduction Act require that when we ask you for information, we must first tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must tell what could happen if we do not receive it and whether your response is voluntary, required to obtain a benefit, or mandatory under the law.

As a participant of the Bank, Post Office and Library (BPOL) Program, your response is voluntary to obtain the tax items and tax information offered in the distribution program. If you do not submit the requested information, your account may not remain in the BPOL Program.

You are not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number.

Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The time needed to complete Form 8635 will vary depending on individual circumstances. The estimated average time is six minutes.

If you have comments concerning the accuracy of these time estimates or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. **DO NOT** mail your order blank (Form 8635) to this address.